

ROSS DISPATCH

INTERMEDIATE 2 – NEW REQUEST

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Edit request blocks.
2. Create a request for a configuration.
3. Create a Support Request.

Summary.

- Used to create resource requests.

I. 'NEW REQUEST' SCREEN

A. Block Numbering.

1. 'New' (Split Block) button – Used to create a new block by splitting an existing block.

- 'Start Block [Block #] At'.
 - Name – Existing name of block is displayed, and can be edited.
 - Start – Starting number of block, which cannot be edited from this dialog box.
 - End – Ending number of block, which cannot be edited from this dialog box.
 - Purpose – Purpose of block, which can be edited.

- Default.
 - Request and/or System Default check boxes will be marked as appropriate.
 - Can be changed, consistent with rules.
- User Issued check box – Can be changed, consistent with rules.
- 'Block [New Block #] section of dialog box.
- Block splitting rules:
 - If a UI block is split, resulting blocks must be UI.
 - If an SG block is split, resulting blocks can be either UI or SG.
 - If split a block that is not designated as a default, cannot set either of resulting blocks to be a default from 'Split Block' dialog box (default settings can be changed on 'Request Blocks' tab).
 - SG blocks can be changed to UI, but UI blocks cannot be changed to SG.

- If split a default block, must select one of resulting blocks to be new default.
 - If split an SG block, Starting Number of second resulting block must be greater than next sequential available number of original block (i.e., cannot create a SG block that already contains a used request number).
 - Last block in each catalog must be an SG block, with End Number of 999,999 (maximum allowable).
- When all information has been entered, click 'OK'.
2. 'Edit' button – 'Edit Block' dialog box essentially identical to 'Split Block' dialog box, except only selected block is displayed.
 3. 'Delete' button – Used to delete selected block.
- Must always be at least one remaining block for each catalog.
 - Cannot delete block designated as either 'R' or 'SYS' default for catalog (must first designate a different block to be default).
 - Cannot delete block from which a request has already been created.

- If deleting first or last block of a catalog, will be informed that block being deleted will be merged into adjacent block.
- If deleting a 'middle' block, will be asked to select block you want deleted block to be merged into.
- If a SG block is merged into a UI block, remaining block will be converted to SG.

B. Configuration Option – Configuration items only. Initially displays 'default' for catalog item. Not applicable to preorders and NFES catalog items.

- Catalog Item with Configuration – Requests entire configuration.
- Catalog Item without Configuration – Requests only root catalog item.
- Selected Items from Configuration – Requests only selected items from configuration. Requires request to be filled using 'selected items' option.
 - Table displays the configuration items, in same order as specified on Catalog screen.
 - Checking root item automatically selects all items in table. Root must always remain selected.

- Checking parent item of a nested configuration automatically selects all items in nested configuration.

- A child item cannot be selected unless its parent is selected.

- 'Clear All' button – Deselects all except root.

C. 'Create Support Request' (Action button option) – 'Create Support Request' dialog box:

- NFES Supply support requests cannot be created unless incident has an active default financial code.

- A support request can be created for a support request.

- A tactical aircraft catalog item cannot be the requested item of a support request.

- 'Catalog' Tab.

- 'Request' Tab.

- 'Request(s) Created' Tab.